

EDMUND G. BROWN  
GOVERNOR

Department of Justice



## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ROOM 229 FORUM BUILDING  
SACRAMENTO 14, CALIFORNIA

November 18, 1963

TO: Commissioners

FROM: Executive Officer

SUBJECT: Proposed Agenda - Commission Meeting  
November 26, Sheraton-Marina Hotel, 13534 Ball Way,  
Marina Del Rey, Playa Del Rey, California

1. Call to Order
2. Approval of Minutes
3. Approval of Expense Claims
4. Certification of Schools
5. Adoption of Changes in Rules and Regulations
6. Election of Officers
7. Miscellaneous Staff Reports
- 8. Date and Location of Next Meeting
9. Adjournment

GENE S. MUEHLEISEN

SAVE

State of California  
Department of Justice

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

MINUTES  
November 26, 1963  
Los Angeles

The meeting was called to order at 9:05 a.m. by Chairman Andersen. A quorum was present:

ROBERT T. ANDERSEN, Chairman  
DAN KELSAY, Vice Chairman  
HOWARD W. CAMPEN  
LOHN R. FICKLIN  
JAMES V. HICKS  
MARTIN C. MC DONNELL  
ROBERT S. SEARES

Also Present:

DR. C. ROBERT GUTHRIE, Chairman, Police Science Department, Long Beach State College  
GENE S. MUEHLEISEN, Executive Officer  
GEORGE H. PUDDY, Assistant  
KENNETH W. SHERRILL, Field Representative  
MRS. BEVERLY CHAPMAN, Stenographer

Absent: WILLIAM J. MC CANN  
ALLEN B. COTTAR

APPROVAL OF MINUTES

Motion by Commissioner Hicks, seconded by Commissioner Seares, unanimously carried that the minutes of the September 10, 1963 meeting be approved as mailed to all Commissioners.

APPROVAL OF EXPENSE CLAIMS

Motion by Commissioner Campen, seconded by Commissioner Hicks, unanimously carried that the following expense claims of the Executive Officer be approved:

July 3 thru July 28	Susanville, Weaverville, Eureka, San Francisco, Los Angeles, San Diego, Torrance, Compton, Palm Springs, Riverside, Anaheim, Fresno
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\$228.03

October 6 thru 10	Houston	\$ 86.58
October 10 thru 29	Pasadena, San Francisco, Victorville, Oakland	107.41
	Total	<hr/> \$422.02

#### CERTIFICATION OF SCHOOLS

The Central Coast Counties Peace Officer Academy was reviewed and recommended for approval to be effective November 1. Motion by Commissioner Campen, seconded by Commissioner Kelsay, carried unanimously, that the Central Coast Counties Peace Officer Academy be certified.

The following pre-employment college police science courses were reviewed by the Executive Officer: San Diego City College; Rio Hondo Junior College; and Pasadena City College. It was requested that they be certified as of September 1, 1963. A discussion was held regarding retroactive certification. No action was taken.

Motion by Commissioner Seares, seconded by Commissioner Hicks and unanimously carried that the recommended junior colleges be certified.

Commissioner Campen asked for a recap on the existing certified schools. There are 41 academies certified to teach the basic course (21 coordinated through junior colleges) and 12 colleges whose pre-employment police science programs have been certified.

#### ELECTION OF OFFICERS

Commissioner Kelsay was nominated for Chairman by Commissioner Ficklin, seconded by McDonnell. Motion by Campen for unanimous ballot electing Commissioner Kelsay was unanimously passed. Commissioner Campen was nominated for Vice Chairman by Commissioner Ficklin, seconded by Commissioner Hicks. A unanimous ballot was cast.

#### MISCELLANEOUS STAFF REPORTS

The Executive Officer asked if "no" votes were to be indicated by name in the minutes. It was decided that "no" votes would not be named or number of votes shown unless requested by the individuals so voting. In the case of a resolution, the actual votes would be indicated.

It was decided that the Executive Officer should continue to send his itinerary to the Commission members.

The Executive Officer reported that a close liaison continues with the Bureau of Industrial Education and that Mr. Richard Nelson, Assistant Chief of the Bureau and Dr. Carl Winter, Consultant to the Bureau of Junior College

Education had recently visited the Commission office for a discussion of the junior college program. They agreed to continue regular meetings with the Commission staff.

Dr. Guthrie was informed that he was welcome to attend any future Commission meetings and was asked to advise other educators that their presence at a Commission meeting would be welcomed.

#### RULES AND REGULATIONS

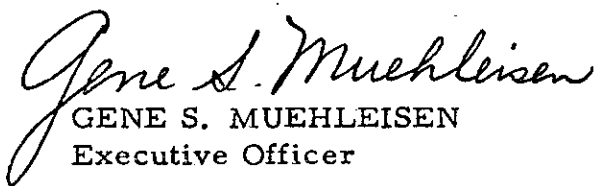
Attachment (A) is a summary of the November 6 and 13 hearings with Staff Recommendations. The summary was discussed item by item by the Commission and adopted in final form as set forth in Attachment (B).

A transcript of the discussion of the various sections and the individual motions which adopted each section of the Rules and Regulations is on file in the Commission office.

#### ADJOURNMENT

The meeting was adjourned by the Chairman at 3:15 p.m.

Respectfully submitted:

  
GENE S. MUEHLEISEN  
Executive Officer

## PROPOSED CHANGES IN RULES AND REGULATIONS

### 1001. OBJECTIVES

To raise the level of competence of local law enforcement officers by establishing minimum standards relating to physical, mental and moral fitness which shall govern the recruitment of any city police officers or peace officer members of a county sheriff's office; and, by establishing minimum standards for training of city police officers and peace officer members of county sheriff's offices.

### 1001. DEFINITIONS

- (a) "The Commission" is the Commission on Peace Officer Standards and Training.
- (b) "The Executive Officer" is the Executive Secretary of the Commission.
- (c) "The Department Head" is a Chief of Police or a Sheriff.
- (d) "Officer" is a city police officer or peace officer member of a county sheriff's office.
- (e) "Aid" is the money allocated annually from the Peace Officer Training Fund, as provided in Section 13523 of the Act, to cities, counties, and cities and counties meeting the requirements of this Act.
- (f) "Department" is a police department or a sheriff's department.
- (g) "School" is any school, college, university, academy or local training program which offers law enforcement training and includes within its meaning the combination of course curriculum, instructors and facilities.
- NEW (h) "High School" is a school accredited as a high school by the Department of Education of the State in which the high school is located, or a school accredited as a high school by the recognized regional accrediting body, or a school accredited as a high school by the State University of the State in which the high school is located.

John P. Peper, Supervisor, Peace Officer Training

Excellent addition.

- (i) "Trainee" is a peace officer for whom state aid is claimed under the act.
- (j) "The Act" refers to Sections 13500 through 13523 of the Penal Code of California entitled, "Standards and Training of Local Law Enforcement Officers."

ATTACHMENT A

NEW (k) "Specification" is a description of a requirement supplementing a section of the Rules and Regulations.

NEW (l) "The First Level Supervisory Position" is the position which in the upward chain of command directly supervises the activities of police officers or deputy sheriffs and most commonly is the rank of Sergeant.

John P. Peper, Supervisor, Peace Officer Training

There is a question as to who should attend. A man should be allowed to take the course if he is on a list.

Bernard J. Clark, Sheriff, Riverside County

Suggested: "The First Level Supervisory Position" is the position which in the upward chain of command directly supervises the activities of police officers or deputy sheriffs, on first or second level of employment, and most commonly is the rank of Sergeant.

The suggestion was made because all except department heads are police officers or deputies.

Leigh Brilliant, Chief of Police, Walnut Creek

Suggested: "and is given commensurate pay". In some cases a man has the responsibility and authority but not the pay.

Captain John Meehan, San Francisco Police Department

Agreed with the suggestion of "commensurate Pay" but thought a time limit should be put in. If a man were in a supervisory position for only one day it would not apply.

James H. Quinn, Chief of Police, Chula Vista

Requested clarification of the fact that the personnel being supervised need not necessarily be uniformed personnel.

STAFF RECOMMENDATION:

"The First Level Supervisory Position" is a position occupied by a police officer or deputy sheriff which in the upward chain of command directly supervises employees of police or sheriff's departments and most commonly is the rank of sergeant, and to which is attached commensurate pay.

1002. MINIMUM STANDARDS FOR RECRUITMENT

(a) The minimum standards shall be the following:

- (1) Citizen of the United States.
  - (2) Minimum age of 21 years.
  - (3) Fingerprinting of applicants with a search of local, state and national fingerprint files to disclose any criminal record.
  - (4) Shall not have been convicted by any state or by the Federal Government of a crime, the punishment for which could have been imprisonment in a Federal Penitentiary or a State prison.
  - (5) Good moral character as determined by a thorough background investigation according to specifications entitled, "The Personal History Investigation" published by the Commission.
  - (6) Graduation from high school or a passing of the General Education Development test indicating high school graduation level, or a score on a written test of mental ability approved by the Commission, and equivalent to that attained by the average high school student.
  - (7) Examination by a licensed physician and surgeon. Only those applicants who are found to be free from any physical, emotional or mental condition which might adversely affect performance of his duty as a peace officer shall be eligible for appointment. The applicant's declaration of medical history and the physician's findings upon the examination shall be recorded on forms which shall include but are not limited to all of the items set forth in the specification entitled "Physical Examination" published by the Commission.
  - (8) An oral interview shall be held by the hiring authority or his representative, or representatives, to determine such things as the recruit's appearance, background, and ability to communicate.
- (b) It is emphasized that these are minimum entrance standards. Higher standards are recommended whenever the availability of qualified applicants meets the demand.

#### 1005. MINIMUM STANDARDS FOR TRAINING

##### NEW (a) PRE-SERVICE COLLEGE TRAINING

- (1) Credit for pre-service college training may be accepted in lieu of the basic course described in Section 1005 and 1007 provided said pre-service training meets the following requirements:

- NEW
- (A) The training must have been completed at a college or university certified by the Commission, and

Bernard J. Clark, Sheriff, Riverside County

Suggested: "...completed at a junior college, college or ..."

- NEW
- (B) The course of study shall meet the requirements of the basic course as set forth in Section 1005 of the Rules and Regulations, and,

- NEW
- (C) Satisfactory completion of one of the following:

The award of an Associate in Arts Degree with a major in Police Science.

Charles Grant, Coordinator, Police Science, Diablo Valley College

I would like to insist on the A. A. Degree. Do not cut it off at the 27 unit police science major completion.

Leigh Brilliant, Chief of Police, Walnut Creek

Do not specify degree title. "police science or related fields". The School of Criminology is eliminated if you specify title.

Completion of no less than 60 semester units in a course presented at a junior college, college or university leading to a bachelor degree in Police Science.

Earl Lewis, Foothill College

Suggested: "...leading to an associate in arts or bachelor degree in Police Science."

R. M. Calhoun, Police Science Coordinator, Ventura College

Raised objection to 60 unit course. This presents too much of a hardship on students unable to carry a full load. Also suggested the electives not be so restrictive. Local problems cannot be taken into consideration. He stated he was on the committee working on the curriculum and it was not his recollection that they recommended as many electives be left in as the Commission was indicating.

Long Beach Police Department

Who will determine whether or not the applicant who has complied with (A) and (C) has actually met the requirements of (B). List the college courses that MUST be included as required in the 60 semester units.



C. R. Eggers, Chief of Police, Glendale

I am in favor of it as proposed by the Commission.

- NEW (2) Within 60 days after the date of appointment the employing jurisdiction shall forward to the Commission the name, date of birth, date of appointment, and a copy of the college transcript for each officer whose training is claimed to have been accomplished under the provisions of the regulation.
- NEW (3) An officer appointed pursuant to this regulation shall be eligible for the award of the Basic Certificate as provided in Section 1010 of the Rules and Regulations.
- NEW (4) Jurisdictions which elect to send officers meeting the training requirements of this Section through certified schools in accordance with the Rules and Regulations are eligible for reimbursement.

STAFF RECOMMENDATION:

- (1) Credit for pre-service college training may be accepted in lieu of the basic course described in Section 1005 and 1007 provided said pre-service training meets the following requirements:
- (A) The training must have been completed at a junior college, college or university certified by the Commission, and
  - (B) The course of study shall meet the requirements of the basic course as set forth in Section 1005 of the Rules and Regulations, and,
  - (C) Satisfactory completion of one of the following:

The award of an Associate in Arts or a Bachelor Degree with a major in Police Science, Police Administration, or Law Enforcement.

Completion of no less than 60 semester units in a course presented at a junior college, college or university leading to an Associate in Arts or a Bachelor Degree in Police Science, Police Administration, or Law Enforcement.

- (2) Same as proposed.
- (3) Same as proposed.
- (4) Same as proposed.

- (b) THE BASIC COURSE - The prescribed minimum Basic Course consists of a minimum of 184 hours of required subjects and a minimum of 16 hours of elective subjects as prescribed in the specification entitled, "The Basic Course." Aid shall be granted for not more than 200 hours for any one trainee.

Leigh Brilliant, Chief of Police, Walnut Creek

The increase in the required hours of training is completely supported and urged.

Bernard J. Clark, Sheriff, Riverside County

There should be a minimum of 22 hours of elective subjects to provide flexibility in the courses taught in academies.

Noel McQuown, Los Angeles Police Department

We recommend the number of required subjects be retained at 142 hours. The remaining 58 hours should be electives in order that each department may concentrate on the areas most suitable to their situation.

William J. Mooney, Chief of Police, Long Beach (by letter)

Increasing the minimum hours in specific subjects should be avoided. Many academies feel there is not enough time to cover some of the electives which may be of great importance in a particular jurisdiction.

Commissioner Seares suggested establishing minimums and maximums for each course.

Lt. William A. Burchit, Fullerton Police Department

There is not enough flexibility in the elective courses. He agreed with Commissioner Seares' suggestion.

Lt. Jay R. Stroh, Los Angeles Sheriff's Department

Considering the differences between police and sheriff's departments, it is obvious that the course should be flexible if it is to meet local needs. Recommended that the department devote as much time to each subject as they felt satisfied their needs.

Allen W. Sill, Chief of Police, West Covina

Agreed with the proposal as stated. Felt that eventually these would have to be raised even higher.

- (1) Each and every trainee must complete the prescribed BASIC COURSE within 18 months from the date of his appointment as a regularly employed officer.

Sonoma County

Supported the enlarging of the course, but recommended the time limit for completion of the course be extended to 30 months for areas where there was only one course per year offered. If no extension, then an "escape clause".

Wesley A. Pomeroy, Undersheriff, San Mateo County

Also requested an escape clause to take into consideration those men assigned to undercover work.

Charles Gain, Deputy Chief, Oakland Police Department  
Marion L. Clay, Chief of Police, Red Bluff

Both agreed the 18 month rule was satisfactory

- (2) Extension of the 18 month time limit for completion of the course may be granted by the Commission upon presentation of evidence by a jurisdiction that a trainee was unable to complete the prescribed course due to illness, injury, or military service.

Noel McQuown, Los Angeles Police Department

Asked if maternity leave was included in illness. Requested that it be so stated.

STAFF RECOMMENDATION:

- (b) THE BASIC COURSE - The prescribed minimum Basic Course consists of a minimum of 143 hours of required subjects or a maximum of 184 hours of required subjects; and a minimum of 17 hours of elective subjects or a maximum of 57 hours of elective subjects so divided as to total 200 hours of instruction. Credit for meeting the required minimum 200 hour course shall be based upon the listed subjects with indicated minimum and maximum credit hours as set forth in the specification, "The Basic Course".

- (1) Same as proposed.
- (2) Extension of the 18 month time limit for completion of the course may be granted by the Commission upon presentation of evidence by a jurisdiction that a trainee was unable to complete the prescribed course due to illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction.

- NEW (c) THE SUPERVISORY COURSE - The Supervisory Course consists of a minimum of 80 hours as prescribed in the specification entitled, "The Supervisory Course". Aid shall be granted for not more than 80 hours for any one trainee.

Noel McQuown, Los Angeles Police Department

The supervisory course should not be required at this time. P.O.S.T. has not been in operation long enough. There are still cities which are not participating in the basic course. Perhaps a greater portion of the basic training costs could be reimbursed instead of this course being added. Also requested extension of time for illness, injury, or military service( in the event the supervisory course is adopted).

Leigh Brilliant, Chief of Police, Walnut Creek

Excellent step forward. I support it and wish to urge that the hours be increased substantially.

Sonoma County

Recommended that the course be optional.

C. A. Pantaleoni, Rio Hondo Junior College

Suggested: Each department determine a pre-requisite for taking the supervisory course.

- NEW (1) Each and every officer promoted to the first level supervisory position must complete the prescribed Supervisory Course not later than twelve months from the date of his promotion or transfer to the position.

The following jurisdictions felt 12 months was an insufficient time limit: Long Beach; Los Angeles Sheriff's Department; Sonoma County; Gridley, Fullerton; Whittier

Suggestion for time limit included: 18 months, 24 months, 30 months

- NEW (2) When a jurisdiction requires an officer to complete the prescribed supervisory course prior to his promotion or transfer to the first level supervisory position, the jurisdiction shall not become eligible for financial aid until the officer is promoted or transferred to the supervisory position.

Long Beach Police Department

Suggested: "When a jurisdiction desires an officer..."

- NEW (3) When claiming a supervisory trainee for aid under this section, the training must have been taken after January 1, 1964 at a school certified to teach the prescribed Supervisory Course.

STAFF RECOMMENDATION:

(C) THE SUPERVISORY COURSE - Same as Proposed

- (1) Each and every officer promoted to the first level supervisory position must complete the prescribed Supervisory Course not later than 18 months from the date of his promotion or transfer to the position if aid is to be requested for training any first level supervisor during a period of allocation.
- (2) Extension of the 18 month time limit for completion of the course may be granted by the Commission upon presentation of evidence by a jurisdiction that a trainee was unable to complete the prescribed course due to illness, injury, or military service.
- (3) Former (2). Same as proposed.
- (4) Former (3). Same as proposed.

1007. EXAMINATIONS

Written Examinations covering subject matter in the basic course shall be required of all trainees.

NEW 1009. ELIGIBILITY FOR AID: ALL TRAINEES MUST COMPLY

- NEW
- (a) To be eligible for aid, a jurisdiction must adhere to the minimum standards for recruitment and training as defined in these regulations for each and every officer employed.
  - NEW (b) In the event a jurisdiction employs one or more officers who do not meet the minimum standards for recruitment and training as defined in these regulations, the jurisdiction shall be ineligible to receive any amount of aid during the period of allocation in which eligibility for aid expired.
  - NEW (c) In the event a jurisdiction promotes or transfers one or more officers who do not meet the minimum standards of training to the first level supervisory position, the jurisdiction shall be ineligible to receive any amount of aid during the period of allocation in which eligibility for aid expired.

Long Beach Police Department

The wording implies men hired before the Commission was established are ineligible for supervisory position.

Several jurisdictions questioned the indication that men must meet the same physical requirements as a basic trainee.

The following jurisdictions strongly recommended that the supervisory course and the basic course not be tied together. In the event supervisory training cannot be obtained they do not believe the basic training reimbursement should be eliminated: Long Beach; Los Angeles; Sonoma County; Glendale; Bakersfield.

- NEW (d) If, in the judgment of the Commission, a jurisdiction has failed to adhere to the minimum standards for recruitment and training, the Commission shall notify the jurisdiction of said judgment and of its probable ineligibility for aid during the affected period of allocation. The Commission shall also request compliance. In the event the jurisdiction fails to comply, the Commission may afford the concerned jurisdiction's official representatives the opportunity to appear before it and present whatever arguments the jurisdiction may deem appropriate in support of the claim. If the Commission finds that the standards have not been adhered to, it must reject the claim in accordance with the provisions of this section.
- NEW (e) Section 1009 of the rules and regulations shall not apply to temporary appointments.

STAFF RECOMMENDATION:

1009. ELIGIBILITY FOR AID: ALL BASIC OR SUPERVISORY TRAINEES MUST COME

- (a) To be eligible for aid, a jurisdiction must adhere to the minimum standards for recruitment and training as defined in these regulations for each and every officer employed and assigned as a basic trainee.
- (b) Same as proposed.
- (c) In the event a jurisdiction promotes or transfers one or more officers to the first level supervisory position, and does not require that the Supervisory Course be completed by each and every officer so promoted or transferred, the jurisdiction shall be ineligible to receive aid for training any first level supervisory officer during the period of allocation in which eligibility for aid expired.
- (d) Same as proposed.
- (e) Same as proposed.

NEW 1010. CERTIFICATES AND AWARDS

- NEW (a) Certificates and awards may be presented by the Commission for the purpose of raising the level of competence of law enforcement and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.
- NEW (b) Certificates and awards remain the property of the Commission and the Commission shall have the power to cancel or recall any certificate upon due cause as determined by the Commission.

Bernard J. Clark, Sheriff, Riverside

"due cause" has not been defined. Suggested: "...cancel or recall any certificate or award after investigation and hearing has established rules and regulations of the Commission as being violated."

STAFF RECOMMENDATION:

No Change.

NEW 1011. PROFESSIONAL CERTIFICATES

- NEW (a) The BASIC, INTERMEDIATE and ADVANCED certificates are established for the purpose of encouraging maximum training and education and to give official recognition to those officers of good moral character who have achieved various levels of education and practical law enforcement experience.

Suggestion: "...to give official recognition to those persons of good moral..."

- NEW (b) Practical application of the professional certificates by cities and counties and other agencies may be as minimum requirement for retention, promotion, merit pay, assignments, lateral transfers and such other applications as may be deemed appropriate.
- NEW (c) Requirements for the Basic, Intermediate and Advanced Certificates are set forth in the specification entitled, "Requirements for the Basic, Intermediate and Advanced Certificates."

STAFF RECOMMENDATION:

- (a) Substitute "persons" for "officers" as suggested, and add: The practical law enforcement experience shall be based upon experience gained as a city police officer or peace officer member of a county sheriff's office.
1012. CERTIFICATION OF SCHOOLS

- (a) The Commission shall certify and identify those schools deemed adequate to effectively teach one or more of the prescribed courses.

Captain Sidney Barth, Los Angeles Police Department

Do not delete "The identity of each school so certified shall be published by the Commission".

- (b) Certificates may be revoked by action of the Commission whenever a school is deemed inadequate. In such event the Director of Training of said school and all Department Heads who participate in the school shall be notified by the Commission. The school may be recertified by the Commission when it deems the deficiencies to have been corrected.

STAFF RECOMMENDATION:

1012. CERTIFICATION OF SCHOOLS

- (a) The Commission shall certify those schools deemed adequate to effectively teach one or more of the prescribed courses. The identity of each school so certified shall be periodically published and distributed by the Commission.
- (b) Same as proposed.

NEW 1013. CODE OF ETHICS

- NEW (a) The Law Enforcement Code of Ethics shall be formally administered to all trainees undergoing the basic recruit course at a certified academy and to all students enrolled in a course leading to a degree in police science presented at a university, college or junior college.

Charles R. Gain, Oakland Police Department

Suggested: (a) The Law Enforcement Code of Ethics shall be administered as an oath to all trainees during the basic course at a certified academy.

(b) Each applicant for the award of the Basic, Intermediate or Advanced Certificate shall attest that he has subscribed to the Law Enforcement Code of Ethics.

STAFF RECOMMENDATION:

1013. CODE OF ETHICS

- (a) Accept recommendation of Charles Gain
- (b) Each applicant for the award of the Basic, Intermediate or Advanced Certificate shall attest that he has subscribed to the Law Enforcement Code of Ethics when applying for a certificate.

NOTE: Informal opinion of Mr. Ray Momboisse, Deputy Attorney General, Commission should confine their rules to persons now employed as officers or to persons formerly employed as officers who desire to qualify for a particular certificate. To impose a requirement that the college administer an oath would likely lead to problems with both college officials and individual college students who object to "oath taking" in college as an infringement on "academic freedom". Formal opinion to follow.



1014. APPLICATION AND CLAIM FOR REIMBURSEMENT

- NEW (a) The employing jurisdiction shall complete and forward the "Application for Reimbursement" forms to the Commission for each trainee prior to the starting date of the required course.

Lt. Jay R. Stroh, Los Angeles Sheriff's Department

Requested that the time be extended to one week after the starting date of the course.

Noel McQuown - Same request

- NEW (b) The employing jurisdiction shall complete and forward the "Claim for Reimbursement forms to the Commission upon completion of the required training.
- (c) A copy of the local ordinance as required by Section 13522 of the Penal Code shall be filed with the Commission.

STAFF RECOMMENDATION:

- (a) The employing jurisdiction shall complete and forward the "Application for Reimbursement" forms to the Commission for each trainee no later than seven days after the starting date of the required course.
- (b) Same as proposed.
- (c) Same as proposed.

NEW 1015. REIMBURSEMENTS

- NEW (a) SALARY - Reimbursement for satisfactory completion of a prescribed course shall not exceed 50% of a trainee's salary at straight hourly working time for the total minimum hours prescribed for the course.

Bernard J. Clark, Sheriff, Riverside County

Suggested: "...shall not exceed 50% of the trainee's salary..."  
Use of the words "a trainee" indicates the lowest schedule of pay must be used. This could mean a monetary loss.

Noel McQuown, Los Angeles Police Department

Suggested that salary for supervisory course be arbitrarily based on the hourly wage at the first salary schedule of the supervisory position being occupied.

NEW (b) LODGING AND MEALS - Reimbursement for lodging and meals shall not exceed 50% of the costs of said lodging and meals incurred by a trainee which are necessitated by training requiring that he be away from his ~~requiring that he be away from his~~ residence overnight and are subject to the following restrictions:

NEW (1) Where meals and lodging are provided at the school, the allowed costs shall be based upon 50% of the charge for meals and lodging made by the school, or

NEW (2) The Claim shall not exceed 50% of the maximum legal living cost allowance permitted by the jurisdiction submitting the claim.

NEW (3) In cases which do not fall into categories (1) or (2), the cost allowed for meals and lodging shall be based upon 50% of the current rate for lodging and meals granted State employees under Section 711 and 712 of the Rules and Regulations of the California State Board of Control.

NEW (c) TRAINEES CAN BE CLAIMED ONLY ONCE.

(1) An officer who has successfully completed any of the minimum training courses and for whom aid has been legally claimed, cannot again be claimed as a trainee by any department regardless of transfer or re-employment by another department.

NOEL MC QUOWN, Los Angeles Police Department

Present wording indicates if he has been claimed as a trainee he cannot again be claimed for supervisory course.

STAFF RECOMMENDATION:

1015. REIMBURSEMENTS

(a) SALARY - Reimbursement for satisfactory completion of a prescribed course shall not exceed 50% of a trainee's salary at straight hourly working time for the total minimum hours prescribed for the course. Salary is that pay rate actually received by a trainee during a course of training or may be the beginning pay rate of the position to which the trainee has been appointed.

(b) Same as proposed.

(c) TRAINEES CAN BE CLAIMED ONLY ONCE

(1) An officer who has successfully completed the basic course and for whom aid has been legally claimed or paid cannot again be claimed as a basic course trainee by any department regardless of transfer or re-employment by another department.

- (2) An officer who has successfully completed the supervisory course and for whom aid has been legally claimed or paid cannot again be claimed as a supervisory course trainee by any department regardless of transfer or re-employment by another department.

1016. ASSISTANCE PROVIDED BY THE COMMISSION

- (a) The Commission through the Executive Officer and/or the designated representative shall upon request assist departments and Directors of Training in administrative and training problems encountered in complying with the technical aspects of the act as well as the ultimate objectives of the act, i. e., raising the level of competence of the California Peace Officer.
- (b) The Commission may periodically publish or recommend that other governmental agencies publish curricula, manuals, lesson plans and other material to aid local departments in achieving the objectives of the act.

**1005. MINIMUM STANDARDS FOR TRAINING**

- (b) **THE BASIC COURSE** - The amount of training for which aid and certification will be granted in the Basic Course shall be a total of 200 hours of instruction as set forth in the specification entitled, "The Basic Course".

The minimum prescribed hours shall consist of:

(1) Required subjects	149 hours
(2) Elective subjects	11 hours
(3) Additional hours of required or elective subjects or a combination thereof	40 hours
	<hr/>
Total minimum hours	200 hours

SPECIFICATION

Subject: THE BASIC COURSE

The amount of training for which aid and certification will be granted shall be a total of 200 hours of instruction as set forth below. The minimum prescribed hours shall consist of:

(1) Required subjects	149 hours
(2) Elective subjects	11 hours
(3) Additional hours of required or elective subjects or a combination thereof.	40 hours
<hr/>	
Total <u>minimum</u> hours	200 hours

I. INTRODUCTION TO LAW ENFORCEMENT	HOURS	
	<u>Required</u>	<u>Elective</u>
1. Orientation	1	
2. Law Enforcement Ethics and Professionalization	2	
3. Jurisdiction of Other Law Enforcement Agencies		4
4. Department Organization		2
5. Powers and Duties of the Sheriff		4
6. Classroom Notetaking		1

SPECIFICATION

Subject: THE BASIC COURSE

The prescribed minimum Basic Course consists of a minimum of 143 hours of required subjects or a maximum of 184 hours of required subjects; and a minimum of 17 hours of elective subjects or a maximum of 57 hours of elective subjects so divided as to total 200 hours of instruction. Credit for meeting the required minimum 200 hour course shall be based on the below listed subjects with indicated minimum and maximum Basic Course credit hours:

<u>THE BASIC COURSE</u>		Basic Course Credit Hours	
		<u>Required</u>	<u>Elective</u>
		Min. Max.	Min. Max.
I.	<u>INTRODUCTION TO LAW ENFORCEMENT</u>		
1.	Orientation	1 2	
2.	Law Enforcement Ethics and Professionalization	2 4	
3.	Jurisdiction of Other Law Enforcement Agencies		4 4
4.	Department Organization		2 2
5.	Powers and Duties of the Sheriff		4 4
6.	Classroom Notetaking		1 1
II.	<u>CRIMINAL LAW</u>		
1.	Criminal Law (Penal Code)	12 16	
2.	Laws of Arrest	3 4	
3.	Boat and Small Craft Laws and Regulations		4 4
III.	<u>CRIMINAL EVIDENCE</u>		
1.	Rules of Evidence	4 6	
2.	Search and Seizure	3 4	
IV.	<u>ADMINISTRATION OF JUSTICE</u>		
1.	Court Organization and Procedure	2 2	

	Basic Course		Credit Hours	
	<u>Required</u>		<u>Elective</u>	
	Min.	Max.	Min.	Max.
2. Tour of Department and Local Government Facilities			2	2
3. Civil Processes			6	6
4. Administration of Justice			4	6

## V. CRIMINAL INVESTIGATION

1. Preliminary Investigation	6	8		
2. Assault Cases	2	4		
3. Theft and Receiving Stolen Property Cases	3	4		
4. Auto Theft Cases	1	2		
5. Injury and Death Cases	2	4		
6. Collection, Identification and Preservation of Evidence	6	10		
7. Interviews and Interrogations	6	6		
8. Report Writing	10	12		
9. Robbery Cases	2	2		
10. Burglary Cases	2	4		
11. Sex Crimes	2	4		
12. Fingerprints			2	4
13. Narcotics and Dangerous Drugs			2	4
14. Scientific Aids (Laboratory)			2	2
15. Raid Techniques, Stake-outs, and Surveillance			2	2
16. Police Records			2	4
17. Fraudulent Checks			2	4

Basic Course Credit Hours			
<u>Required</u>		<u>Elective</u>	
Min.	Max.	Min.	Max.

## VI. PATROL PROCEDURES

1. Field Notetaking and Crime Scene Recording	6	6		
2. Patrol and Observation	8	8		
3. Prowler and Disturbance Calls	2	2		
4. Mental Illness Cases	2	2		
5. Domestic Complaints	1	2		
6. Drunk and Drunk Driving Cases	2	2		
7. Courtroom Demeanor and Testifying	2	4		
8. Public Relations	8	8		
9. Race Relations	2	4		
10. Disorderly Conduct Cases	2	2		
11. Civil Problems			2	2
12. Liquor Law Violations			2	2
13. Human Relations			2	4
14. Press Relations			2	2
15. Jail Procedures			6	6
16. Spanish for California Law Enforcement Officers			8	8
17. Use of Police Radio and Teletype			2	2
18. Disaster Training			4	4

## VIII. TRAFFIC CONTROL

1. Traffic Control	2	4		
2. Citations, Mechanics and Psychology			4	4
3. Traffic Accident Investigation			6	6



Basic Course		Credit Hour	
<u>Required</u>		<u>Elective</u>	
Min.	Max.	Min.	Max.

4. Traffic Laws (Vehicle Code)

4 6

5. Driver Education

6 6

### VIII. JUVENILE PROCEDURES

1. Juvenile Procedures

6 6

### IX. DEFENSIVE TACTICS

1. Arrest Techniques

6 6

2. Defensive Tactics

8 8

3. Transportation of Prisoners

2 2

4. Crowd Control

4 4

### X. FIREARMS

1. Legal Aspects

2 2

2. Range

8 10

3. Special Weapons Training (Range)

6 6

### XI. FIRST AID

1. First Aid

10 10

### XII. EXAMINATIONS

Examinations

3 4

TOTALS

149 188

99 113

SPECIFICATION

Subject: THE BASIC COURSE

The prescribed minimum Basic Course consists of a minimum of 184 hours of required subjects and a minimum of 16 hours of elective subjects as follows:

THE BASIC COURSE

I. INTRODUCTION TO LAW ENFORCEMENT

HOURS  
Required   Elective

A. REQUIRED

- |  |       |
|--|-------|
| 1. Orientation                                       | (1) 2 |
| 2. Law Enforcement Ethics<br>and Professionalization | (2) 4 |

B. ELECTIVES

- |  |   |
|--|---|
| 1. Jurisdiction of Other Law<br>Enforcement Agencies | 4 |
| 2. Department Organization                           | 2 |
| 3. Powers and Duties of the Sheriff                  | 4 |
| 4. Classroom Notetaking                              | 1 |

II. CRIMINAL LAW

A. REQUIRED

- |                              |           |
|------------------------------|-----------|
| 1. Criminal Law (Penal Code) | (12) (16) |
| 2. Laws of Arrest            | (3) 4     |

B. ELECTIVES

- |   |   |
|---|---|
| 1. Boat and Small Craft Laws<br>and Regulations | 4 |
|---|---|

Required    Elective

### III. CRIMINAL EVIDENCE

#### A. REQUIRED

- |                      |       |
|----------------------|-------|
| 1. Rules of Evidence | (4) 6 |
| 2. Search & Seizure  | (3) 4 |

#### B. ELECTIVES

1. None

### IV. ADMINISTRATION OF JUSTICE

#### A. REQUIRED

- |                                     |   |
|-------------------------------------|---|
| 1. Court Organization and Procedure | 2 |
|-------------------------------------|---|

#### B. ELECTIVES

- |  |       |
|--|-------|
| 1. Tour of Department and<br>Local Government Facilities | 2     |
| 2. Civil Processes                                       | 6     |
| 3. Administration of Justice                             | (4) 6 |

### V. CRIMINAL INVESTIGATION

#### A. REQUIRED

- |   |         |
|---|---------|
| 1. Preliminary Investigation                                  | (6) 8   |
| 2. Assault Cases  | (2) 4   |
| 3. Theft and Receiving Stolen<br>Property Cases               | (3) 4   |
| 4. Auto Theft Cases   | (1) 2   |
| 5. Injury and Death Cases                                     | (2) 4   |
| 6. Collection, Identification and<br>Preservation of Evidence | (6) 10  |
| 7. Interviews and Interrogations                              | 6       |
| 8. Report Writing   | (10) 12 |

	<u>Required</u>	<u>Elective</u>
9. Robbery Cases	2	
10. Burglary Cases	(2) 4	
11. Sex Crimes	(0) 4	

B. ELECTIVES

1. Fingerprints		(2) 4
2. Narcotics and Dangerous Drugs		6
3. Scientific Aids (Laboratory)		2
4. Raid Techniques, Stake-outs, and Surveillance		2
5. Police Records		(2) 4
6. Fraudulent checks		(0) 4

VI. PATROL PROCEDURES

A. REQUIRED

1. Field Notetaking and Crime Scene Recording	6	
2. Patrol & Observation	8	
3. Prowler & Disturbance Calls	2	
4. Mental Illness Cases	2	
5. Domestic Complaints	(1) 2	
6. Drunk & Drunk Driving Cases	2	
7. Courtroom Demeanor and Testifying	(2) 4	
8. Public Relations	8	
9. Race Relations	(0) 2	
10. Disorderly Conduct Cases	2	

Required    Elective

B. ELECTIVES

- |  |     |   |
|--|-----|---|
| 1. Civil Problems                                  |     | 2 |
| 2. Liquor Law Violations                           |     | 2 |
| 3. Human Relations                                 | (2) | 4 |
| 4. Press Relations                                 |     | 2 |
| 5. Jail Procedures                                 |     | 6 |
| 6. Spanish for California Law Enforcement Officers |     | 8 |
| 7. Use of Police Radio & Teletype                  |     | 2 |

VII. TRAFFIC CONTROL

A. REQUIRED

- |                    |     |   |
|--------------------|-----|---|
| 1. Traffic Control | (0) | 2 |
|--------------------|-----|---|

B. ELECTIVES

- |                                      |     |   |
|--------------------------------------|-----|---|
| 1. Citations, Mechanics & Psychology |     | 4 |
| 2. Traffic Accident Investigation    |     | 6 |
| 3. Traffic Laws (Vehicle Code)       | (4) | 6 |
| 4. Driver Education                  |     | 6 |

VIII. JUVENILE PROCEDURES

A. REQUIRED

- |                        |  |   |
|------------------------|--|---|
| 1. Juvenile Procedures |  | 6 |
|------------------------|--|---|

B. ELECTIVES

- |         |  |  |
|---------|--|--|
| 1. None |  |  |
|---------|--|--|

IX. DEFENSIVE TACTICS

A. REQUIRED

- |                      |  |   |
|----------------------|--|---|
| 1. Arrest Techniques |  | 6 |
| 2. Defensive Tactics |  | 8 |

	<u>Required</u>	<u>Elective</u>
B. ELECTIVES		
1. Transportation of Prisoners		2
2. Crowd Control		4
X. <u>FIREARMS</u>		
A. REQUIRED		
1. Legal Aspects	2	
2. Range	(8) 10	
B. ELECTIVES		
1. Special Weapons Training (Range)		6
XI. <u>FIRST AID</u>		
A. REQUIRED		
1. First Aid	10	
B. ELECTIVES		
1. None		
XII. <u>EXAMINATIONS</u>		
A. REQUIRED		
1. Examinations	(3) 4	
B. ELECTIVES		
1. None		
TOTALS	(143) 184	(97) 111

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PROPOSED SPECIFICATION

Subject: THE SUPERVISORY COURSE

In accordance with Section 1005 (b) of the Rules and Regulations, the supervisory course consists of a minimum of 80 classroom hours and shall include the subjects and minimum classroom hours set forth as follows:

I. ELEMENTS OF SUPERVISION 50 HOURS

1. Introduction and Scope of the Course
2. Selection of Supervisors
3. Duties and Responsibilities of the Police Supervisor
4. The Supervisor's Relationship to Police Management
5. Communication Principles
6. Handling and Preventing Complaints
7. Motivating Men to Work
8. Leadership
9. Psychological Aspects of Supervision
10. Morale and Discipline
11. Performance Appraisal and Rating Procedures
12. Making Duty Assignments
13. Written Examinations

II. TECHNIQUES OF TEACHING 30 HOURS

1. The Supervisory Training Function
2. How People Learn
3. Job Analysis
4. The Four Steps of Teaching
5. Lesson Plans
6. Audio-Visual Aids
7. Instruction Sheets
8. Practical Application
9. Evaluation of Instruction
10. Written Examinations

SPECIFICATION

Subject: BASIC, INTERMEDIATE AND ADVANCED CERTIFICATES

All applicants for the award of the Basic, Intermediate or Advanced Certificates shall complete the prescribed Commission form "Application for Award of Certificate", obtain the recommendation of his department head, and forward the completed application to the Commission on Peace Officer Standards and Training.

**I. THE BASIC CERTIFICATE**

The Commission may award the Basic Certificate to any person who has completed the probationary period prescribed by an employing jurisdiction, but in no case of less than one year of service and who meets the minimum standards for recruitment as set forth in Section 1002 (a)(3), (4), and (6) of the Rules and Regulations, and has completed the P.O.S.T. Basic Course or a minimum of 200 hours of equivalent law enforcement training, or to any person who qualifies for the award of the Intermediate Certificate.

**II. THE INTERMEDIATE CERTIFICATE**

The Commission may award the Intermediate Certificate to any person who meets the minimum standards for recruitment as set forth in Section 1002 (a)(3), (4), and (6) of the Rules and Regulations and has attained a combination of the following college semester units and law enforcement experience:

Education . . . . .	30 Units	60 Units	90 Units	Baccalaureate
	&	&	&	&
Law Enforcement Experience . .	8 Years	6 Years	4 Years	2 Years



### III. THE ADVANCED CERTIFICATE

The Commission may award the Advanced Certificate to any person who meets the minimum standards for recruitment as set forth in Section 1002 (a)(3), (4) and (6) of the Rules and Regulations and has attained a combination of the following college semester units and law enforcement experience:

Education . . . . .	60 Units	90 Units	Bacchalaureate
	&	&	&
Law Enforcement Experience . .	12 Years	9 Years	6 Years

### IV. COLLEGE CREDIT

The Commission shall recognize for credit toward Intermediate and Advanced Certificates only those units awarded in a course from:

1. A junior college, college or university accredited as such by the Department of Education of the state in which the junior college, college or university is located, or,
2. A junior college, college or university accredited as such by the recognized national accrediting body, or
3. A junior college, college or university accredited as such by the State University in the state in which the junior college, college or university is located.

- V. The required law enforcement experience shall have been acquired as city police officer or a peace officer member of a county sheriff's office.

Department of Justice  
COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
APPLICATION FOR AWARD OF CERTIFICATE

**I. PERSONAL**

A. Name			Date of Birth
Last	First	Middle	Month Day Year

B. Home Address			
No.	Street	City	County

C. Employed by:		
1.	Name of Department	Date of Appointment
2.	Name of Department	From To
3.	Name of Department	From To

D. Basic Recruit Training Completed:                                            
Date School

**II. CERTIFICATE APPLIED FOR:**

☐ BASIC                      ☐ INTERMEDIATE                      ☐ ADVANCED

Circle or check appropriate combination of maximum education and law enforcement experience claimed. Education and training must be supported by copies of transcripts, diplomas or other verifying documents and attached to this application. Do NOT (Applicants for the Basic Certificate who hold Commission on P. O. S. T. certificates of completion are not required to provide copies.)

# BASIC CERTIFICATE

**Minimum Standards . . . . . Must meet minimum recruitment standards set forth in section 1002(a)(3), (4) and (6) of the Rules and Regulations**

**Education and Training . . . . . Completion of P. O. S. T. Basic Course or a Minimum of 200 hours of equivalent law enforcement training**

**Law Enforcement Experience . . . . .** One year and completion of probation period.

## INTERMEDIATE CERTIFICATE

Education (College Semester Units). . . . .	30 Units	60 Units	90 Units	Baccalaureate
	&	&	&	&
Law Enforcement Experience. . . . .	8 Years	6 Years	4 Years	2 Years

## ADVANCED CERTIFICATE

Education (College Semester Units) . . .	60 Units	90 Units	Baccalaureate
	&	&	&
Law Enforcement Experience . . . . .	12 Years	9 Years	6 Years

FORWARDED ORIGINAL COPY

III. I hereby attest that at the time of my employment as a peace officer, I met the minimum standards for recruitment as set forth in Section 1002 (a)(3), (4), and (6) of the Commission's rules and regulations or have since that time fulfilled ~~any~~ the deficiencies. I further attest that I have read and subscribe to the Law Enforcement Code of Ethics. The information contained in this Application is true and correct to the best of my knowledge.

Signed: \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

IV. I recommend that the Certificate applied for be awarded, and I certify that the applicant is of good moral character and is worthy of the award. My opinion is based upon personal knowledge or inquiry. The personnel records of this jurisdiction substantiate the recommendation.

Signed: \_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

(When completed, forward to the Commission on Peace Officer Standards and Training, 235 Forum Building, Sacramento 14, California)

---

(Commission Use Only)

Approved for: ☐ BASIC ☐ INTERMEDIATE ☐ ADVANCED

\_\_\_\_\_  
Signature

Mailed \_\_\_\_\_  
Date



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

ROOM 235 FORUM BUILDING  
SACRAMENTO 14, CALIFORNIA

January 1, 1964

RULES AND REGULATIONS

The Rules and Regulations of the Commission on Peace Officer Standards and Training are established in compliance with Sections 13506 and 13510 of the Penal Code of California.

The Rules and Regulations have been adopted pursuant to the Administrative Procedure Act as set forth in Section 13510 of the Penal Code effective October 23, 1960, revised effective January 1, 1964

1000. OBJECTIVES

To raise the level of competence of local law enforcement officers by establishing minimum standards relating to physical, mental and moral fitness which shall govern the recruitment of any city police officers or peace officer members of a county sheriff's office; and, by establishing minimum standards for training of city police officers and peace officer members of county sheriff's offices.

1001. DEFINITIONS

- (a) "The Commission" is the Commission on Peace Officer Standards and Training.
- (b) "The Executive Officer" is the Executive Secretary of the Commission.
- (c) "The Department Head" is a Chief of Police or a Sheriff.
- (d) "Officer" is a city police officer or peace officer member of a county sheriff's office.
- (e) "Aid" is the money allocated annually from the Peace Officer Training Fund, as provided in Section 13523 of the Act, to cities, counties, and cities and counties meeting the requirements of this act.
- (f) "Department" is a police department or a sheriff's department.

ATTACHMENT B

- (g) "School" is any school, college, university, academy or local training program which offers law enforcement training and includes within its meaning the combination of course curriculum, instructors and facilities.
- (h) "High School" is a school accredited as a high school by the Department of Education of the State in which the high school is located, or a school accredited as a high school by the recognized regional accrediting body, or a school accredited as a high school by the State University of the state in which the high school is located.
- (i) "Trainee" is a peace officer for whom state aid is claimed under the act.
- (j) "The Act" refers to Sections 13500 through 13523 of the Penal Code of California, entitled, "Standards and Training of Local Law Enforcement Officers".
- (k) "Specification" is a description of a requirement supplementing a section of the Rules and Regulations.
- (l) "The First Level Supervisory Position" is a position occupied by a police officer or deputy sheriff which in the upward chain of command directly supervises employees of police or sheriff's departments and most commonly is the rank of sergeant, and for which commensurate pay is authorized.

#### 1002. MINIMUM STANDARDS FOR RECRUITMENT

- (a) The minimum standards shall be the following:
  - (1) Citizen of the United States.
  - (2) Minimum age of 21 years.
  - (3) Fingerprinting of applicants with a search of local, state and national fingerprint files to disclose any criminal record.
  - (4) Shall not have been convicted by any state or by the Federal Government of a crime, the punishment for which could have been imprisonment in a Federal Penitentiary or a State Prison.
  - (5) Good moral character as determined by a thorough background investigation according to specifications entitled, "The Personal History Investigation" published by the Commission.
  - (6) Graduation from high school or a passing of the General Education Development test indicating high school graduation level, or a score on a written test of mental ability approved by the Commission, and equivalent to that attained by the average high school student.

- (7) Examination by a licensed physician and surgeon. Only those applicants who are found to be free from any physical, emotional or mental condition which might adversely affect performance of his duty as a peace officer shall be eligible for appointment. The applicant's declaration of medical history and the physician's findings upon the examination shall be recorded on forms which shall include but are not limited to all of the items set forth in the specification entitled, "Physical Examination" published by the Commission.
- (8) An oral interview shall be held by the hiring authority or his representative, or representatives, to determine such things as the recruit's appearance, background, and ability to communicate.
- (b) It is emphasized that these are minimum entrance standards. Higher standards are recommended whenever the availability of qualified applicants meets the demand.

#### 1005. MINIMUM STANDARDS FOR TRAINING

##### (a) PRE-SERVICE COLLEGE TRAINING

- (1) Credit for pre-service college training may be accepted in lieu of the basic course described in Section 1005 and 1007 provided said pre-service training meets the following requirements:

- (A) The training must have been completed at a junior college, college or university certified by the Commission, and
- (B) The course of study shall meet the requirements of the basic course as set forth in Section 1005 of the Rules and Regulations, and
- (C) One of the following must be accomplished:

The award of an Associate in Arts or a Bachelor Degree with a major in Police Science, Police Administration, or Law Enforcement.

Completion of no less than 60 semester units in a course presented at a junior college, college or university leading to an Associate in Arts or a Bachelor Degree in Police Science, Police Administration, or Law Enforcement.

- (2) Within 60 days after the date of appointment the employing jurisdiction shall forward to the Commission the name, date of birth, date of appointment, and a copy of the college transcript for each officer whose training is claimed to have been accomplished under the provisions of the regulation.

- (3) An officer appointed pursuant to this regulation shall be eligible for the award of the Basic Certificate as provided in Section 1010 of the Rules and Regulations.
- (4) Jurisdictions which elect to send officers meeting the training requirements of this Section through certified schools in accordance with the Rules and Regulations are eligible for reimbursement.
- (b) THE BASIC COURSE - The amount of training for which aid and certification will be granted in the basic course shall be a total of 200 hours of instruction as set forth in the specification entitled, "The Basic Course". The minimum prescribed hours shall consist of:

Required subjects	150
Additional hours of required or elective subjects or a combination thereof	50
Total minimum hours	200

- (1) Each and every trainee must complete the prescribed basic course within 18 months from the date of his appointment as a regularly employed officer.
- (2) Extension of the 18 month time limit for completion of the course may be granted by the Commission upon presentation of evidence by a jurisdiction that a trainee was unable to complete the prescribed course due to illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction.
- (c) THE SUPERVISORY COURSE - The Supervisory Course consists of a minimum of 80 hours as prescribed in the specification entitled, "The Supervisory Course". Aid shall be granted for not more than 80 hours for any one trainee.
- (1) Each and every officer promoted or transferred to the first level supervisory position must complete the prescribed Supervisory Course not later than 18 months from the date of his promotion or transfer to the position.
- (2) Extension of the 18 month time limit for completion of the course may be granted by the Commission upon presentation of evidence by a jurisdiction that a trainee was unable to complete the prescribed course due to illness, injury, military service or special duty assignment required and made in the public interest of the concerned jurisdiction.
- (3) When a jurisdiction requires an officer to complete the prescribed supervisory course prior to his promotion or transfer to the first level supervisory position, the jurisdiction shall not become eligible for financial aid until the officer is promoted or transferred to the supervisory position.

- (4) When claiming a supervisory trainee for aid under this section, the training must have been taken after January 1, 1964 at a school certified to teach the prescribed Supervisory Course.

#### 1007. EXAMINATIONS

Written examinations covering subject matter in the basic course shall be required of all trainees.

#### 1009. ELIGIBILITY FOR AID: ALL TRAINEES MUST COMPLY

- (a) To be eligible for aid, a jurisdiction must adhere to the minimum standards for recruitment and training as defined in these regulations for each and every officer employed and assigned as a basic trainee.
- (b) In the event a jurisdiction employs one or more officers who do not meet the minimum standards for recruitment and training as defined in these regulations, the jurisdiction shall be ineligible to receive any amount of aid during the period of allocation in which eligibility for aid expired.
- (c) In the event a jurisdiction promotes or transfers one or more officers to the first level supervisory position, and does not require that the Supervisory Course be completed by each and every officer so promoted or transferred, the jurisdiction shall be ineligible to receive aid for any training during the period of allocation in which eligibility for aid expired.
- (d) If, in the judgment of the Commission, a jurisdiction has failed to adhere to the minimum standards for recruitment and training, the Commission shall notify the jurisdiction of said judgment and of its probable ineligibility for aid during the affected period of allocation. The Commission shall also request compliance. In the event the jurisdiction fails to comply the Commission may afford the concerned jurisdiction's official representatives the opportunity to appear before it and present whatever arguments the jurisdiction may deem appropriate in support of the claim. If the Commission finds that the standards have not been adhered to, it must reject the claim in accordance with the provisions of this section.
- (e) Section 1009 of the rules and regulations shall not apply to temporary appointments.



#### 1010. CERTIFICATES AND AWARDS

- (a) Certificates and awards may be presented by the Commission for the purpose of raising the level of competence of law enforcement and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.
- (b) Certificates and awards remain the property of the Commission and the Commission shall have the power to cancel or recall any certificate or award upon due cause as determined by the Commission.
- (c) The Commission may award the Basic Certificate to any person who has completed the probationary period prescribed by an employing jurisdiction, but in no case of less than one year of service and who meets the minimum standards for recruitment as set forth in Section 1002 (a)(3), (4), and (6) of the rules and regulations and has completed the prescribed basic course or a minimum of 200 hours of equivalent law enforcement training.
- (d) The Commission may award the Supervisory Certificate to any person who has satisfactorily completed the prescribed supervisory course.

#### 1012. CERTIFICATION OF SCHOOLS

- (a) The Commission shall certify those schools deemed adequate to effectively teach one or more of the prescribed courses. The identity of each school so certified shall be periodically published and distributed by the Commission.
- (b) Certificates may be revoked by action of the Commission whenever a school is deemed inadequate. In such event the Director of Training of said school and all Department Heads who participate in the school shall be notified by the Commission. The school may be recertified by the Commission when it deems the deficiencies to have been corrected.

#### 1013. CODE OF ETHICS

- (a) The Law Enforcement Code of Ethics shall be administered as an oath to all trainees during the basic course at a certified academy.
- (b) Each applicant for the award of the Basic Certificate shall attest that he has subscribed to the Law Enforcement Code of Ethics when applying for a certificate.

#### 1014. APPLICATION AND CLAIM FOR REIMBURSEMENT

- (a) The employing jurisdiction shall complete and forward the "Application for Reimbursement" forms to the Commission for each trainee no later than seven days after the starting date of the required course.
- (b) The employing jurisdiction shall complete and forward the "Claim for Reimbursement" forms to the Commission upon completion of the required training.
- (c) A copy of the local ordinance as required by Section 13522 of the Penal Code shall be filed with the Commission.

#### 1015. REIMBURSEMENTS

- (a) SALARY - Reimbursement for satisfactory completion of a prescribed course shall not exceed 50% of the trainee's salary at straight hourly working time for the total minimum hours prescribed for the course.
- (b) Salary is that pay rate actually received by the trainee during a course of training or may be the beginning pay rate of the position to which the trainee has been appointed.
- (c) LODGING AND MEALS - Reimbursement for lodging and meals shall not exceed 50% of the costs of said lodging and meals incurred by a trainee which are necessitated by training requiring that he be away from his residence overnight and are subject to the following restrictions:
  - (1) Where meals and lodging are provided at the school, the allowed costs shall be based upon 50% of the charge for meals and lodging made by the school, or
  - (2) The Claim shall not exceed 50% of the maximum legal living costs allowance permitted by the jurisdiction submitting the claim.
  - (3) In cases which do not fall into categories (1) or (2), the cost allowed for meals and lodging shall be based upon 50% of the current rate for lodging and meals granted State employees under Section 711 and 712 of the Rules and Regulations of the California State Board of Control.
- (d) TRAINEES CAN BE CLAIMED ONLY ONCE.
  - (1) An officer who has successfully completed the basic course and for whom aid has been legally claimed or paid cannot again be claimed as a basic course trainee by any department regardless of transfer or re-employment by another department.

- (2) An officer who has successfully completed the supervisory course and for whom aid has been legally claimed or paid cannot again be claimed as a supervisory course trainee by any department regardless of transfer or re-employment by another department.

1016. ASSISTANCE PROVIDED BY THE COMMISSION

- (a) The Commission through the Executive Officer and/or the designated representative shall upon request assist departments and Directors of Training in administrative and training problems encountered in complying with the technical aspects of the act as well as the ultimate objectives of the act, i. e., raising the level of competence of the California Peace Officer.
- (b) The Commission may periodically publish or recommend that other governmental agencies publish curricula, manuals, lesson plans and other material to aid local departments in achieving the objectives of the act.

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Minimum for Training	1005	3
Supervisory Course, The	1005 ( c)	4